

REVISED EXAMINATION ANNOUNCEMENT

EXAM TITLE: ARSON AND BOMB INVESTIGATOR
EXAM CODE: 4FS11
EXAM BASE: OPEN - NONPROMOTIONAL
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION
FINAL FILING DATE: January 5, 2015*
INTERVIEWS: February 2015**

The bulletin announcing the above examination has been amended as follows:

* Examination/Employment Application (STD. 678) forms must be postmarked no later than **January 5, 2015** to be evaluated for the upcoming examination. Forms postmarked after January 5, 2015 will be considered in the next examination administration.

This examination is being administered on a continuous basis. If you have submitted an Examination/Employment Application (STD. 678) form after October 1, 2014, it is not necessary for you to submit a new form. Please do not resubmit an application if you have already applied for this examination.

**It is anticipated that the qualifications appraisal interviews will be held in FEBRUARY 2015.



ARSON AND BOMB INVESTIGATOR

Exam Code: 4FS11

Department(s):	Department of Forestry & Fire Protection
Final Filing Date:	Continuous Filing. Cut-off dates will be scheduled periodically.
Type of Recruitment:	Open - Nonpromotional
Salary:	MONTHLY-RANGED-SALARY - \$5000 - \$6459
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the minimum qualifications as stated in the [Classification Description \(specification\)](#). This is an open-nonpromotional examination. Applications will NOT be accepted on a promotional basis.

FILING INSTRUCTIONS

Final File Date: **Continuous Filing**

Examination/Employment Application (STD. 678) is available at the California Department of Human Resources' website at: [State Application](#). Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

Note: Applications **will not** be accepted via e-mail.

MAIL:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Leslie Lasnik)
P.O. Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Leslie Lasnik)
1300 U Street
Sacramento, CA 95818

RECRUITMENT SURVEY

As part of the application process, please follow

<https://www.surveymonkey.com/s/Arsonandbombinvestigator> to complete a recruitment survey.

If you are viewing this in paper form, visit the following website at

http://calfire.ca.gov/about/about_careers_exams.php.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY INFORMATION

\$5000 - \$6459

ELIGIBLE LIST INFORMATION

A Departmental open-nonpromotional eligible list will be established for the Department of Forestry and Fire Protection. Names of successful competitors are merged onto the list in order of final scores regardless of date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the examination is given.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the Office of the State Fire Marshal performing the duties of an Arson and Bomb Investigator Assistant, Range B.

Or II

Three years of experience in a public agency performing fire prevention work, two years of which shall have been in the investigation of fires for cause and origin. Experience gained at the Office of the State Fire Marshal must be applied under Pattern I.

Or III

Three years of law enforcement experience in a police department, sheriff's office, or district attorney's office, two years of which shall have been in the investigation of fires and explosions suspected of being of incendiary origin.

POSITION DESCRIPTION

This is the full journey level investigator. Incumbents work independently or in teams on a variety of cases, specialized arson and explosive training programs or projects; conduct background and internal affairs investigations and do other related work.

EXAMINATION INFORMATION

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

This is a continuous filing examination. Cut off dates will be scheduled periodically.

KNOWLEDGE AND ABILITIES

Scope:

A. Knowledge of:

1. State laws and regulations relating to fire and arson.
2. Peace officer standards to ensure due process of law.
3. State and Federal laws and regulations governing possession and use of explosives and destructive devices to determine legality of their use.
4. Federal, State, and local laws and ordinances that apply to fire and arson investigation to conduct adequate, thorough, and legal investigations.
5. State laws, rules, regulations, and policies relating to the Office of the State Fire Marshal.
6. Fire origin and how it is used to determine the cause of fire(s).
7. Burn pattern interpretations in order to determine cause(s) of fire(s).
8. Heat components of the ignition process and how it relates to fire origin.
9. Chemistry and physics of fire ignition and behavior.
10. Different ignition sources to understand the relationship of cause and origin of fires.
11. Types and characteristics of fire.
12. Fire growth to understand the many stages it encompasses.
13. Characteristics of vegetation and structural materials under varying degrees of fire intensity and duration.
14. Types of explosives to identify potential hazards.
15. Stimuli capable of initiating explosives.
16. The construction and mechanics of an incendiary device to understand the potential damage upon explosion.
17. Characteristics of explosives to understand common circumstances involving explosions.
18. Types of explosions to recognize when determining the cause of an incident.
19. Different types of explosions to understand the overall effects and to ensure officer safety.
20. Improvised explosive devices, to understand the different methods of explosive types and to ensure officer safety.
21. How to compile evidence and information in preparation to present an expert opinion testimony.
22. Components and fusing systems of destructive devices to understand the danger involved in order to ensure officer safety.
23. Arson motives to use as investigative tools.
24. Bombing motives to use as investigative tools.
25. Post blast investigation techniques to determine explosion source and cause.
26. Fireworks classifications, functioning, and hazards to understand safety and legal issues.
27. Local, State, and Federal fireworks laws and regulations for law enforcement purposes.
28. Methods and equipment used in fire and arson investigations; civil investigation techniques; background and internal affairs investigation techniques
29. Contemporary training and educational methodology; training and certification process and procedures of the Peace Officers' Standards and Training Commission, State Board of Fire Service and the California State Fire Service Training and Education Program.
30. Investigation practices when conducting investigations of arson or bomb scenes.
31. The applications of search and seizure laws as it relates to fire scene and bomb investigations.
32. Statutory grounds for issuance of a search warrant.
33. Statutory grounds for issuance of a subpoena.
34. The techniques for properly documenting the fire and bomb scenes for investigative purposes.

35. Techniques of identifying, preserving, and presenting evidence.
36. How scientific methods and principles are applied to expert opinion testimony.
37. Case report writing techniques for written/oral communications.

B. Ability to:

1. Complete work commitments timely and efficiently.
2. Organize and conduct fire and explosion investigations.
3. Gather and analyze facts to provide evidence in cases.
4. Collect and preserve evidence for investigative and judicial purposes.
5. Read and write English to effectively exchange information and accomplish daily tasks.
6. Comprehend and verbally communicate in English to exchange ideas and accomplish daily tasks.
7. Work all hours in emergency and non-emergency situations to accomplish the program mission.
8. Travel long distances in emergency and non-emergency circumstances to accomplish the responsibilities of the Department.
9. Organize and conduct meetings with various entities.
10. Work in a team environment for problem solving and decision making.
11. Communicate effectively with employees and management to exchange information and accomplish daily activities.
12. Establish and maintain the confidence and cooperation of those contacted in the work.
13. Use and maintain small firearms.
14. File complaints, serve subpoenas and make physical arrests using proper arrest and control tactics.
15. Analyze situations accurately and take effective action.
16. Interpret and apply laws, rules, regulations, and policies
17. Conduct complex and sensitive investigations.
18. Prepare concise, accurate, and well written reports and correspondence.
19. Follow oral and written directions.
20. Work independently as a fire investigator.
21. Function as a lead fire investigator; lead complex and sensitive investigations; conduct background and internal affairs investigations
22. Function as an independent bomb investigator.
23. Interview witnesses and/or suspects.
24. Qualify as an expert witness at trials and hearings relating to fire and explosions.
25. Describe and demonstrate the techniques for properly documenting fire and bomb scenes.
26. Develop, revise, and evaluate curricula for arson training courses including course outlines, instructor guides, student manuals, visual aids, and handouts.
27. Prepare, conduct, and monitor arson training course, examinations, and certification for levels of performance standards.
28. Work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations.
29. Effectively represent the State Fire Marshal before groups and lead conferences effectively.

VETERANS PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE.**

CAREER CREDITS

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

Aptitude for investigative work; willingness to travel and work throughout the State and to work irregular hours, including evenings, weekends and holidays; may be on 24-hour call; good memory for details, names, faces, places, and incidents; willingness to associate with criminals, suspects, and work in a high crime environments; possession of a valid California driver license and good driving record. (Applicants who do not possess a valid California driver license will be admitted to the examination, but must have a license at the time of appointment.)

CONTACT INFORMATION

Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460
(916) 445-7824

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)
STS is Speech-to-Speech Service for persons with a speech disability and is reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

DISCLAIMER

Please go to the following website to review the official California Department of Human Resources (CalHR) class specification: [Classification Description \(specification\)](#)

SPECIAL REQUIREMENTS

FELONY DISQUALIFICATION

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179 (b), or Division 2.5, Chapter 1, Article 4, Section 1722 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class. This felony disqualification applies only to those positions designated as peace officers.

CITIZENSHIP REQUIREMENTS

Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR: [State Application](#), local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application. (STD. 678). Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento California 95814).

Felony Disqualification: You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.